

**BY ORDER OF THE COMMANDER
919TH SPECIAL OPERATIONS WING**

**919TH SPECIAL OPERATIONS WING
INSTRUCTION 36-2802**



17 DECEMBER 2012

Personnel

SAFETY AWARDS

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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(Col Anthony Comtois)

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This instruction implements AFPD 36-28, *Awards and Decorations Programs*. This instruction describes the 919th Special Operations Wing (919 SOW) safety awards program. It establishes a recognition program for individuals and units for exemplary participation in the 919 SOW Safety (SE) program. This instruction is applicable to all assigned to the 919 SOW. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route the AF IMT 847s from the wing through your publications/forms manager. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and dispose of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

SUMMARY OF CHANGES

The Safety Sign at the front gate and award winners receiving a reserved parking spot have both been removed, ; paragraphs 2.2 and 2.3. A margin bar indicates newly revised material.

1. Objective: Recognition of quality performers by commanders and supervisors at all levels is critically important. Recognition provides rewards to those individuals who are top performers and highlights role models for other personnel to emulate. This safety awards program promotes a vigorous mishap prevention program through recognition for individuals and work centers assigned to the 919 SOW. Commanders (CCs) should publicize this program and encourage supervisors to review achievements often to ensure deserving individuals and work centers are nominated. Commanders are also encouraged to develop and implement complementing incentives to further unit goals and enhance the 919 SOW.

2. Safety Award Categories: There are four categories of safety awards established by the 919 SOW, "High Intensity Person/Program (HIP) Coin", "Safety Person of the Quarter", "Safety Person of the Year" and "Annual Unit Safety Award".

2.1. High Intensity Person/Program (HIP) Coin: Recognizes individuals (persons), crews, or work centers' (program) within the 919 SOW who are making significant contributions to eliminate mishap potentials while performing the assigned mission. Significant contributions will include but not limited to, knowledge of safety programs and ability to train co-workers, safety education, incorporate new ideas into work center mishap program, risk management approach, program effectiveness, etc. Selection of individuals or work center will be based on the 919 SOW Safety staff observations during conduction of formal/informal visits to work areas. Flight Chiefs are encouraged to submit nominations to the safety office for consideration on Safety Award nomination. Selected individual or work center names will be given to the 919 SOW Chief of SE for presentation by the 919 SOW CC or the Chief of SE at the earliest convenience. Presentation of "HIP" coin will be conducted at work centers.

2.2. Safety Person of the Quarter Award: Recognizes an individual within the 919 SOW who is making sustained significant contributions to eliminate mishaps potentials while performing the assigned mission. Sustained significant contributions will include at least three incidences of the individual's contributions to the overall safety program. These incidences can be from a number of areas within the safety area including but not limited to, knowledge of safety programs and ability to train co-workers, safety education, incorporate new ideas into work center mishap program, risk management approach, program effectiveness, etc. Nominees will be submitted on AF IMT 1206, *Nomination of Award*, no later than the end of each month (December, March, June, and September. Selection of award winner will be made by the 919 SOW Safety staff. Presentation of the award (trophy) coin will be made by the 919 SOW Commander or the Chief of Safety on the following Unit Training Assembly (UTA) during unit commander's call. Winners of quarterly awards will compete for "Safety Person of the Year Award".

2.3. Safety Person of the Year: Recognizes an individual within the 919 SOW who has won a quarterly award during the same fiscal year. Selection of the award winner will be made by the 919 SOW Safety staff. Presentation of the award (trophy) will be made by the 919 SOW CC or the Chief of SE during the 919 SOW quarterly award ceremony.

2.4. Annual Unit Safety Award: Recognizes a unit (squadron level) for superior performance in preventing mishaps and adhering to job safety standards while performing the assigned mission. Units will submit nomination package on the AF IMT 1206, by 15 September. Selection of the unit winner will be made by the 919 SOW Safety staff. Presentation of the award (trophy) and "HIP" coin will be made by the 919 SOW CC or the Chief of SE during the 919 SOW quarterly award ceremony, to the commander of the winning unit.

3. Higher Echelon Award: Individuals selected as "Safety Person of the Year" and unit selected for the "Annual Unit Safety Award" will have packages completed to be considered for Headquarter Air Force Reserve Command (HQ AFRC), Air Force Special Operations Command (AFSOC) and Air Force award programs. Nominations for higher headquarters' awards may be

made with reference to AFI 36-2833, *Safety Awards*.

ANTHONY J. COMTOIS, Col, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations Program*, 1 Aug 1997

AFMAN 33-363, *Management of Records*, 01 Mar 2008

AFI 36-2833, *Safety Awards*, 8 Feb 2011

Adopted Forms

AF IMT 847, *Recommendation for Change of Publication*

AF IMT 1206, *Nomination of Award*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFSOC—Air Force Special Operations Command

CC—Commander

HIP—High Intensity Person/Program

HQ—Headquarter

IAW—In Accordance With

IMT—Information Management Tool

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SE—Safety Office

SOW—Special Operations Wing

UTA—Unit Training Assembly

Attachment 2

SAMPLE OF COMPLETED AF IMT 1206

A2.1. Sample Of Completed AF IMT 1206.

Figure A2.1. Sample Of Completed AF IMT 1206.

NOMINATION FOR AWARD		
AWARD SAFETY PERSON OF THE QUARTER/ANNUAL UNIT AWARD	CATEGORY (If Applicable) Ground, Weapons or Flight	AWARD PERIOD QUARTERLY/YEARLY
RANK/NAME OF NOMINEE (First, Middle Initial, Last) TSGT JOE SAFETY	SSN (Enter Last 4 Only) 0000	MAJCOM, FOA, OR DRU 919TH SOW
DAFSC/DUTY TITLE 1X000/SAFETY DUDE	NOMINEE'S TELEPHONE (DSN & Commercial) 875-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 919ZZZ/ZZZ/100 EAST FORD ST RM 155, EGLIN AFB AUX FLD 3, FL 32542-6622		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) LtCol BIG ON SAFETY		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>MUST HAVE AT LEAST THREE INCIDENCES OF THE INDIVIDUALS CONTRIBUTIONS TO THE OVERALL SAFETY PROGRAM. THESE INCIDENCES CAN BE FROM A NUMBER OF AREAS WITHIN THE SAFETY AREA INCLUDING BUT NOT LIMITED TO, KNOWLEDGE OF SAFETY PROGRAMS AND ABILITY TO TRAIN CO-WORKERS IN THESE AREAS, SAFETY EDUCATION, INCORPORATING NEW IDEAS INTO WORK CENTER MISHAP PROGRAM, RISK MANAGEMENT APPROACH, SAFETY PROGRAM EFFECTIVENESS, ETC.</p> <p>EXAMPLES:</p> <ul style="list-style-type: none"> -Orchestrated the October 2000 "Safety Awareness Day" for all deployed units/personnel to Al Jaber --Wrote a Job Safety Briefing Guide to ensure safety continuity is maintained between AEF rotations informing personnel of relevant safety hazards they may encounter while deployed to Al Jaber -Manages the Motorcycle Safety Program for the 46th Test Wing. Act as wing motorcycle training mentor for all new rides to program. -Created Safety Database for tracking shop personnel annual safety training requirements. Used database to track all overdue personnel and set-up training. -Upgraded Confined Space program, re-structured and standardized all the confined space unit lesson plans and master entry permit. --Coordinated with Bio-environmental, Fire Department and Wing Commander to enhance the Emergency Response Plan. 		